



**Department of Corrections**  
**INFORMATIONAL BULLETIN**

**Subject: REVISION OF CDC FORMS  
3003A, CDC HEADQUARTERS  
REQUEST FOR SINGLE/SOLE  
SOURCE PROCUREMENT AND  
CDC 3003B, CDC INSTITUTION  
REQUEST FOR SINGLE/SOLE  
SOURCE PROCUREMENT**

**Number:**

**01/11**

**Date Issued:**

**July 9, 2001**

The purpose of this Informational Bulletin is to announce the revision of California Department of Corrections (CDC) Form 3003A, CDC Headquarters Request for Sole Source Procurement, and CDC Form 3003B, CDC Institution Request for Sole Source Procurement, to now encompass the use of Single Source.

In accordance with the procedures identified in CDC Management Memo 94-16, headquarters staff are directed to use CDC 3003A and institution staff are directed to use CDC 3003B to request sole source exemptions for procurements. These forms can now be utilized for single source procurements.

The CDC Forms 3003A (Rev 06/01) and 3003B (Rev 06/01) are one page forms and are printed on 8 ½" x 11" white bond paper. These forms may be ordered from Prison Industry Authority on a CDC Form 1853 in quantities of 500 sets.

Please inform all persons concerned of the contents of this bulletin. Direct any inquiries to Kathleen Appel, Special Projects/Policy Unit, Contract Management Branch at (916) 324-6638, or e-mail inquiries to [kappel@adminsvcs.corr.ca.gov](mailto:kappel@adminsvcs.corr.ca.gov).

RICK GRENZ, Chief  
Regulation and Policy Management Branch  
Office of Correctional Planning